



MISSISSIPPI STATE UNIVERSITY™
OFFICE OF INCLUSIVE EXCELLENCE

Name of Assistantship

Graduate Assistant - Marketing

Employing Department

University Recreation

Primary Professor Contact Information

The Office of Inclusive Excellence is not involved with the hiring process, please contact this individual with questions.

Dr. Jason Townsend
Associate Director
University Recreation
tjt3@msstate.edu

Work Description

- ✓ Assist with developing and implementing a marketing plan to promote University Recreation programs and services.

Specific duties include:

- ✓ Creating marketing materials (social media, flyers, brochures, etc.)
- ✓ Serving as a liaison with student media groups and promoting programs through them.
- ✓ Representing the department at campus events and giving presentations.
- ✓ Maintaining program records, preparing reports, and attending meetings.
- ✓ Assisting with short- and long-range planning for the department.
- ✓ Acting as a liaison between University Recreation and other campus units.

The Office of Inclusive Excellence does not maintain information about hiring status, search timelines, or any additional information on these positions. For specific questions about the position, please contact the hiring department using the information listed above. For specific questions about admittance to [Graduate School at Mississippi State University](#), please reach out directly to them at the link provided.



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Work Description, continued

- ✓ Representing University Recreation on marketing and programming committees

Required Skills:

- ✓ Proficiency in written and oral communication skills.
- ✓ Experience with social media and graphic design (helpful).
- ✓ Ability to work independently and manage multiple tasks.

Desired Skills:

- ✓ Experience in human relations.

Preferred Majors

While not explicitly stated, the job likely favors candidates with majors in areas like:

- ✓ Marketing
- ✓ Communications
- ✓ Public Relations
- ✓ Sports Management
- ✓ Any major with strong written and oral communication skills, experience with social media and graphic design, and an interest in promoting recreation programs.

Other Helpful Information

Reports To: Associate Director

Location: 1019 Joe Frank Sanderson Center

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